

Undergraduate Internship/Fieldwork (KIN 198; KIN 170D) Information

Finding an internship/fieldwork site

In addition to the KIN email announcements you receive about internship/fieldwork opportunities, good resources when looking and preparing for an internship/fieldwork are on the SJSU Career Center's web site:

<http://www.sjsu.edu/careercenter/students/>

Once you secure an internship/fieldwork you can then proceed to enroll in the internship/fieldwork course. Since you will obtain the internship/fieldwork on your own, you will mark box 'A' on the first page of the attached enrollment forms.

Enrolling in an internship/fieldwork course

Check that there is a university-organization agreement (UOA) between your site and SJSU.

Look here to see if a UOA already exists between your site and SJSU:

<https://app.calstates4.com/sjsu/sites>

If your site is on the UOA list be sure to mark box 'B' on your enrollment form (next page).

If your site is not on the list, **ask your site supervisor or site manager/owner** to use the URL below to begin the process of getting a UOA. **Do NOT** fill out the online proposal form yourself. Only personnel from the community agency have the authority to register their site and establish a UOA with SJSU.

<https://app.calstates4.com/sjsu/new-partner-proposal-form>

Ask your site supervisor to let you know when the online registration of their site is in progress. Then you can mark box 'C' on your enrollment form.

Complete and turn in your internship/fieldwork enrollment forms

- * Complete the enrollment forms (attached 3 pages) in consultation with your site supervisor.
- * When forms are complete turn them in to the Kinesiology main office (SPX 102) and ask staff to put the forms in Dr. Shifflett's box. When reviewed and approved, Dr. Shifflett will contact you with add code information.

Before turning in your enrollment forms, make 2 copies - one for you and one to give to your site supervisor.

Once you are enrolled, course information will be available to you on Canvas. Look through all the information carefully so you know what the requirements are for the internship/fieldwork course. Since there are no class meetings, all connections with the kinesiology internship manager and communication about the course are done through Canvas.

San José State University; Kinesiology Department
Undergraduate Internship/Fieldwork Enrollment Form – please print clearly or type

Which course are you taking? ☐ KIN 198 ☐ KIN 170D # Units _____
GPA at least 2.0? ☐ Yes ☐ No

Your name: _____

Your email: _____

Your phone #: _____

Your student ID: _____

Your KIN specialization area: _____

Name of internship/fieldwork site _____

Site supervisor's name: _____

Site supervisor's email: _____

Students, please see instructions on the previous page then check all that apply below. Your site **MUST** either have a UOA or be in the process of getting their UOA. Otherwise, you cannot do your internship at that site.

- A. ☐ This is a 'self placement'. The KIN department did not assign me to this site.
B. ☐ A UOA already exists between my site and SJSU (or your site is on campus).
C. ☐ My internship/fieldwork site is in the process of securing a UOA: <https://app.calstates4.com/sjsu/sites>

Brief description of internship/fieldwork: _____

Course Evaluation (credit; no credit): Based on site supervisor's assessment of performance and review by Dr. Shifflett of student work on all course requirements.

Student Signature

Date

Class Code: _____ Permission Code: _____ Date: _____

Internship/Fieldwork Specifications

Students: Complete this form **in consultation with your site supervisor** and **provide your site supervisor with a copy.**

Start Date (first day of classes): _____ End Date (last day of classes): _____ # Hours: _____

Identify 3 learning outcomes expected. At the end of your internship/fieldwork you will be able to:

- 1.
- 2.
- 3.

Summary of planned activities: (List a minimum of 4)

- | | |
|----|----|
| 1. | 5. |
| 2. | 6. |
| 3. | 7. |
| 4. | 8. |

Site Supervisor's Signature

Date

Print Site Supervisor's Name

Site Supervisor's Title

Student's Signature

Date

Print Student's Name

Kinesiology Internship Manager (Shifflett)

Date

Site Supervisors: Thank you for your interest and participation in our Kinesiology internship/fieldwork program. Your support will complement the student's academic experiences and help prepare them to transition from school to their careers. Your time is greatly appreciated by all. Please contact the Kinesiology internship/fieldwork manager (bethany.shifflett@sjsu.edu) if you have any questions or concerns.

INTERNSHIP/FIELDWORK PARTICIPATION GUIDELINES

1. I will devote _____ hours per week towards completion of the service and learning objectives listed in my learning plan (internship/fieldwork specifications form) for a total of _____ service hours, effective from _____ to _____. I agree to complete all paperwork required by my department or site supervisor as part of this learning (internship/fieldwork) experience.
2. I understand and acknowledge that there are potential risks associated with this learning (internship/fieldwork) experience, some of which may arise from (a) my assigned tasks and responsibilities, (b) the location of the learning site, (c) the physical characteristics of the learning site, (d) the amount and type of criminal activity or hazardous materials at or near the location of the learning site, (e) any travel associated with the learning site, (f) the time of day when I will be present at the learning site, (g) the criminal, mental and social backgrounds of the individuals I will be working with or serving, and (h) the amount of supervision I will receive. I further understand and acknowledge that my safety and wellbeing are primarily dependent upon my acting responsibly to protect myself from personal injury, bodily injury or property damage.
3. Being aware of the risks inherent in this learning experience (internship/fieldwork), I nonetheless voluntarily choose to participate in this learning experience. I understand that I may stop participating if I believe the risks become too great.
4. While participating in this learning experience (internship/fieldwork), I will (a) exhibit professional, ethical and appropriate behavior; (b) abide by the learning site's rules and standards of conduct, including wearing any required personal protective equipment; (c) participate in all required training; (d) complete all assigned tasks and responsibilities in a timely and efficient manner; (e) request assistance if I am unsure how to respond to a difficult or uncomfortable situation; (f) be punctual and notify the learning site if I believe I will be late or absent; and (g) respect the privacy of the learning site's clients.
5. While participating in this learning experience (internship/fieldwork), I will not (a) report to the learning site under the influence of drugs or alcohol; (b) give or loan money or other personal belongings to a client; (c) make promises to a client I cannot keep; (d) give a client or representative a ride in my personal vehicle; (e) engage in behavior that might be perceived as harassment of a client or learning site representative; (f) engage in behavior that might be perceived as discriminating against an individual on the basis of their age, race, gender, sexual orientation, mental capacity, or ethnicity; (g) engage in any type of business with clients during the term of my placement; (h) disclose without permission the learning site's proprietary information, records or confidential information concerning its clients; or (i) enter into personal relationships with a client or learning site representative during the term of my placement. I understand that the learning site may dismiss me if I engage in any of these behaviors.
6. I agree to contact the Director at the University's Center for Community Learning and Leadership (CCLL) at 408-924-5440 if I believe I have been discriminated against, harassed or injured while engaged in this learning activity.
7. I understand and acknowledge that neither the University nor the learning (internship/fieldwork) site assumes any financial responsibility in the event I am injured or become ill as a result of my participating in this learning experience. I understand that I am personally responsible for paying any costs I may incur for the treatment of any such injury or illness. I acknowledge that the University recommends that I carry health insurance.

Print Student Name _____

Student Signature _____

Date: _____